

MATRIX OPTIONS

First Option

Our matrix program (instructions are included when we give you the program).

Second Option

If you have one of the following legal packages you will be able to transfer your creditor information onto a diskette by the following methods:

Specialty Software Corporation; 313-398-9930

- set for single column by selecting the 1st field on the Matrix Selection Screen and press the right arrow until it shows bancap and/or 1 column <enter>

- at the main menu press w

- to download to a floppy:

- type casenumber NX <enter> (this will create an ascii file and the name of the file will appear on the screen. Make a note of the filename. You should copy this file onto a floppy diskette. You do this with a formatted floppy diskette placed in drive a: type the following:
copy filename a: <enter>

New Hope Software; 206-232-9247 for MacIntosh users

- select export from file menu

- when the window appears click button for Southern District of Indiana

Matthew Bender Collier System; 800-223-5297

- to download to a floppy:

- set for single center column at vertical version #1

- press v <enter>

- at the menu choice to print a matrix (you may print to a file instead) by typing in a:filename

Blankrupter; Bloomberg Excelsior 800-529-6278

- choose mailing matrix format

- choose ascii text file

- go out of blankrupter and type dir *.txt (with the given names you will have the filename.txt of the file you want)

- With a formatted floppy diskette placed in drive a: type the following:

- copy filename.txt a:

The 4 legal packages listed above are the only ones we are aware of that have the ascii transfer capability. If other systems have this option please let us know so we can make other offices aware of it.

Third Option

Those without matrix diskette entry capability may contact any of the following companies who will put the matrix onto a diskette for you with the given charges:

Lawmail; 100 Main Street, Penn Yan, New York 14527; fax: 315-536-3010
1-800-654-9739; Teresa Jackson, Operations Manager
\$25 minimum for 50 names or less; \$.50 per entry for over 50 names

Legal Support Service, 1433 Shawnee Road, Indianapolis, IN 46260;
317-255-3794, fax 317-255-3794, Karen M. Brown, paralegal
no minimum; \$.20 per entry

The 2 companies listed above are the only ones we are aware of that have offered the service of typing matrix entries, if other organizations offer this option please let us know so we can make other offices aware of it.

Fourth Option

Word Perfect

Type the creditors in the same one column format presented below in option 5 (mailing matrices in ascii format). Once you have completed your last entry press Ctrl F5
choose 1 (dos)
choose 1 (save)
(with a formatted diskette in drive a:)
enter a:filename

Fifth Option

Mailing Matrices in ascii format presented on floppy discs will be accepted provided that:

1. The file is ASCII Text (not delimited).
2. Addresses are presented in single column.
3. Lines per address is six.
4. The first, second, third and fourth line of the address may contain up to 24 characters. The fifth and sixth line must be blank!
5. If only three lines of an address are necessary the third must have the city, state, and zip with the fourth, fifth, and sixth lines being blank.
6. Account numbers are not acceptable (as part of the address).